

THE KENTUCKY HISTORICAL SOCIETY
in partnership with the HISTORICAL CONFEDERATION OF KENTUCKY
presents

THE KENTUCKY INTENSIVE MUSEUM MANAGEMENT SEMINAR

KIMMS: MANAGEMENT BASICS

AUGUST 11-13, 2004

KENTUCKY HISTORY CENTER

FRANKFORT, KENTUCKY

The Kentucky Historical Society is an agency of the Commerce Cabinet

Information about KIMMS

KIMMS: MANAGEMENT BASICS, AUGUST 11-13, FRANKFORT, KENTUCKY

The **KENTUCKY INTENSIVE MUSEUM MANAGEMENT SEMINAR (KIMMS)** provides comprehensive, in-depth training in modern museum management practices to staff, volunteers, and board members who serve in management capacities in museums across the state. Since 1997, more than seventy-five paid and volunteer museum staff in Kentucky have attended **KIMMS: MANAGEMENT BASICS**, which offers instruction in basic museum management concerns.

ELIGIBILITY: The seminar is open to any paid or volunteer staff member or board member of a museum or history-related organization. Preference is given to representatives of Kentucky museums; representatives from other states will be considered for unfilled spaces. Preference in the selection of participants will be given to those applicants who currently serve in a management capacity in their institution and who represent museums with budgets of less than \$250,000 per year. Up to twelve participants will be selected to participate in KIMMS.

FACULTY: Most of the faculty for KIMMS will be made up of museum personnel from museums across the state. By utilizing Kentucky museum professionals as our staff, participants will get the opportunity to meet and network with some of Kentucky's leading museum professionals.

COST: The cost for KIMMS is \$200.00 (with hotel room) and \$150.00 (if you don't need a room). The fee includes all instruction and training materials, hotel room, most meals, and field trips to local museums. Participants may compete for one scholarship to the seminar that will waive the fee. HCK members will receive a discount: \$175 (with hotel room) and \$125.00 (no hotel room).

SCHEDULE: KIMMS will begin at 1 p.m. on Wednesday, August 11, and end at 4 p.m. on Friday, August 13, 2004.

DEADLINE: Applications will be accepted until the spaces are filled. Priority will be given to KIMMS applications received by Friday, July 30, 2004.

CURRICULUM:

Participants in KIMMS will receive instruction in basic museum management practices, including general operations, board development, staffing, collections care and management, educational programming, basic exhibit design, membership and volunteer development, financial stability, marketing, and strategic and long-range planning. Activities for the seminar will include general discussions, question and answer periods, and tours of museum facilities in the area around the seminar site.

TO APPLY: Complete the application form and narrative questions and return to:

BY MAIL: Kentucky Historical Society, Attn: Kate Hesseldenz, 100 W. Broadway, Frankfort, KY 40601

BY FAX: 502-564-4701

FOR MORE INFORMATION ABOUT KIMMS: Contact Kate Hesseldenz at 502-564-1792 ext. 4477, or e-mail to:

kate.hesseldenz@ky.gov

KENTUCKY INTENSIVE MUSEUM MANAGEMENT SEMINAR

Application Form

KIMMS: Management Basics, August 11-13, 2004
Frankfort, Kentucky

FOR KHS use only:
Date _____
received _____
Application _____
"

PERSONAL INFORMATION

Name _____ Title _____

Organization _____

Address/City/State/Zip Code _____

Phone _____ Fax _____

E-mail address _____

Are you _____ paid _____ volunteer _____ full time _____ part time



Do you need special assistance? _____

INSTITUTIONAL INFORMATION

When did your institution open to the public? _____

What is your institution's budget?

_____ less than \$50,000/year _____ \$50,000-100,000/year

_____ \$100,000-250,000/year _____ over \$250,000/year

How many staff members does your institution have?

_____ full-time paid _____ part-time paid

_____ full-time volunteer _____ part-time volunteer

SCHOLARSHIP

Do you wish to be considered for a KIMMS scholarship? _____

FEE

Check the one that applies:

Registration fee (with hotel room): \$175(HCK member)/ \$200 (non-member) _____

Registration fee (without hotel room): \$125 (HCK member)/ \$150 (non-member) _____

If you are getting a hotel room, do you prefer a
smoking or nonsmoking room? _____

NARRATIVE

Please provide a short paragraph in answer to each of the following questions:

1. Briefly describe the work that you do in your institution.
2. Why are you interested in attending KIMMS?
3. How will your institution benefit from the training you receive at KIMMS?
4. If you wish to be considered for a scholarship, please address these criteria: distance traveled to get to workshop and the financial hardship of your organization.